

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE <u>1</u> OF <u>5</u> PAGES
2. AMENDMENT/MODIFICATION NO. #1	3. EFFECTIVE DATE February 14, 2001	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)	
6. ISSUED BY: U.S. DEPARTMENT OF LABOR , ETA OFFICE OF JOB CORPS 201 VARICK STREET, ROOM 897 NEW YORK, NEW YORK 10014-4811		CODE:	7. ADMINISTERED BY (If other than Item 6): See Item #6	CODE:
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) OFFERORS			(T)	9A. AMENDMENT OF SOLICITATION NO.
			X	RFP AE92C01000 (New York City O/A & CDSS)
				9B. DATED (SEE ITEM 11) February 14, 2001
				10A. MODIFICATION OF CONTRACT/ORDER NO.
CODE:			FACILITY CODE:	10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

XXX The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ____ is extended **X** is not extended
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning -3- copies of the amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted;
or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE
RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR
OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes
reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required):

N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER # AS DESCRIBED IN ITEM 14.

(T)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO, IN ITEM 10a
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority):

E. IMPORTANT: Contractor **X** is not, ____ is required to sign this document and return ____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible):

- A. **PURPOSE:** 1. To amend the above mentioned RFP.
- B. **MODIFICATION:** 1. All other amendments are noted on pages 2 and 3.
2. Pre-Proposal conference information is noted on page 4.
3. Questions & Answers are addressed on page 5.
4. 2 Exhibits are attached.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or Print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
	Joseph A. Semansky, Regional Director, Region I New York

15B. CONTRACTOR/OFFEROR	15C. Date Signed	16B. UNITED STATES OF AMERICA	16C. Date Signed
BY _____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)	

NSN 7540-01-152-807030-105 STANDARD FORM 30 (REV. 10-83)
PREVIOUS EDITION UNUSABLE PRESCRIBED by GSA

RFP AMENDMENTS

1. Page 1, Block 10A should read **Joseph A. Semansky**.
2. Page 1, Block 10B should list the regional office phone number as **212-337-2282**.
3. Page 1, Block 11, the **Table of Contents** will list pages of the individual contract sections.
4. To be inserted at the top of page 2: **This contract is Cost Plus Fixed Fee and is Set-Aside One Hundred Percent for Small Business Concerns. The Set-Aside One Hundred Percent for Small Business Concerns does not preclude a Small Business from partnering with a Large Business, when done in compliance with Federal Regulations. It is encouraged, but not required, that business new to Job Corps have the benefit of experienced partners or associates. A Pre-proposal Conference will be held on February 14, 2001 at 1:00 P.M. (EST) at the Job Corps Region 1 New York Office located at 201 Varick Street, Room 897, New York, New York 10014-4811. The due date for proposals is March 5, 2001 at 12 Noon local time (EST).**
5. Page 6, section a., 1a (last paragraph on page): This plan will be submitted within 60 days of award of this contract. The contractor shall ensure that each admissions **counselor** (*singular*) make weekly outreach contacts and that these contacts are recorded and evaluated. Lists of admissions counselor **contacts** (*plural*) shall be available for regional review.
6. Page 7, section a, 3: Third sentence should read, **One-Stop**.
7. Page 7, section a, 3: A last sentence is added to read, **Memorandum of Understanding will be developed between the Agency/Organization and USDOL whenever necessary.**
8. Page 10, item 12: Re-enrollment. The applicant is not eligible for readmission if one or more of the following is applicable: (1) has had **more than one** previous admission...
9. Page 11, item e-(1): The contractor will work with the Regional Office and targeted centers to insure assigned center maintain a capacity for all students of an average of no less than 100% **while maintaining the ratios as outlined in Section F of this document.** See Section F for the specific intake numbers. However, the amounts shown are estimates only and the actual needs to meet at least a 100% capacity level for all centers may vary.
10. Page 12, item g: A last bullet point to be added reads, **Maintain current inventories of all Government Furnished Equipment and make available to the GAR upon request or during site visits.**
11. Page 19: **Item h should be deleted.**
12. Page 20: Item 5b: remove "Shop" to read: **One-stop Centers or other WIA partners**
13. Page 20, Section I, item A should read: **The authorized representative of the Contracting Officer is ANETA HREBENKO, whose authority to act on behalf of the Contracting Officer is limited to the extent set forth in B below. Under no circumstances is the Government Authorized Representative (GAR) authorized to sign any contractual documents or approve any alteration to the contract involving a change in the scope, price, terms or conditions of the contract or order.**
14. Page 22, Section F.1: The contractor's efforts hereunder shall be performed in the **State(s) of New York commencing July 1, 2001 and ending June 30, 2003, and if appropriate, will perform necessary functions related to a transition period for the month of June, 2001.**
15. Page 23, before Section G: The line that reads, "This page is left blank intentionally" **should be removed.**
16. Page 23, Item I: The Charts in Sections G and J, each in a separate package and will be posted in amendment #2 of this RFP.
17. Page 24, first sentence: It is estimated that the above listed funds available will cover the period through **June 30, 2003**. The fixed fee shall be paid out of the outreach, admissions, and CDSS funding.
18. Page 25, 2nd/3rd paragraphs: Before each line that reads **including Fringe Benefits** and **excluding Fringe Benefits**, **should be a box in which to check off the appropriate choice.**
19. Page 25, G&A and OVERHEAD PERCENT LIMIT FOR EACH CONTRACT YEAR: **Refer to the chart in the separate package.**
20. Page 27: Item IIA, sixth line: The Government may extend this contract's period of performance for up to **three**

- (3) years in successive one year increments.
21. Page 31, Item V: last line should read: ...outside of the **four (4) state region of Job Corps Region I-New York** must have prior approval of the Regional Office.
22. Page 63, K(a)(1): Note that **NAICS codes** are what *SIC codes* are now called.
23. Page 72, L.4: at end of (a): ...acknowledgment of receipt from **Joseph A. Semansky, 201 Varick Street, New York, NY 10014.**
24. Page 73, L.5, item 3: ...a Pre-Proposal Conference to be held on **February 14, 2001 at 1:00 P.M. at 201 Varick Street, New York, NY 10014.**
25. Page 73, L.5, item 4: "...sites where services are to be performed": **i.e., the offices from where the Offeror intends to operate.**
26. Page 74, item #9: North Texas is the appropriate address from which to request copies of the PRH. A letter should be submitted to them on your company letterhead.
27. Page 77, Item IIA, at end of 4th paragraph: The Government contemplates the award of a Cost Reimbursement Plus Fixed Fee contract. All offerors planning to submit a proposal, should include an annotation of proposed costs on forms **2110** within their Business Management proposal. A 2110 (on a 3.5" floppy disk utilizing QuattroPro software) **MUST** be submitted as well. Offerors are also required to submit Cost Proposals, Staffing Table and Salary Table, using 2110 format, on 3-1/2" floppy disk using QuattroPro, as well as a hard copy.
28. Page 77/78, bottom and top paragraphs should be amended to read: For award of outreach and admissions, the contracting officer will give preferential consideration to organizations meeting the criteria and intent of **Section 145, item #3, "Implementation", of the Workforce Investment Act: To the extent practicable, the standards and procedures shall be implemented through arrangements with (a) applicable one-stop centers; (b) community action agencies, business organizations, and labor organizations; and (c) agencies and individuals that have contact with youth over substantial periods of time and are able to offer reliable information about the needs and problems of youth.**
29. Page 78, third paragraph: **delete JTPA.**
30. Page 78, item B: Proposal submission should include an **original and three (3) copies**, for a total of four submissions
31. Page 79, Section C, item 1d: **20 points awarded for Evaluation of Capability & Past Effectiveness; and 5 discretionary points awarded by the Contracting Officer.**
32. Page 79, Section C, item 2 d: **same as above, #30.**
33. Page 80, sixth line from the top: The **rationale** for office locations, staff assignments and travel requirements...
34. Page 88: **The importance of commission-based salary structure and incentives for staff is reiterated, and emphasized,** with the following change: **BECAUSE THE PERFORMANCE OF A CONTRACT FOR OUTREACH, ADMISSIONS, AND CDSS IS PRIMARILY A CONTRACT FOR CLEAR, DELIVERABLE, STUDENT ARRIVALS AND CAREER DEVELOPMENT SERVICES...**
35. Page 90: A final line should be added to read, **This is the end of the RFP.**

NEW YORK CITY O/A AND CDSS BIDDERS CONFERENCE MINUTES

(February 14, 2001, 1:00 p.m.)

The Pre-Proposal Conference was held at the Region 1-New York Regional Office, 201 Varick St., New York, NY 10014, room 831C/D. The conference was held to review and clarify the RFP and to answer any concerns of the Offerors. The area listed below is the information addressed at the meeting.

The following Regional Office Staff were present:

- 1) Mr. Joseph A. Semansky - Regional Director/Contracting Officer
- 2) Mr. Quintin Garcia - Deputy Regional Director
- 3) Mr. Francis Cole - MDS
- 4) Sherrena Harrison - MDS
- 5) Aneta Hrebenko - MDS

DISSEMINATION OF INFORMATION:

1. This procurement has been designated as a 100% set aside for small business concerns, RFP #AE92C01000.
2. Proposals are to be submitted to the address in block 7 of the RFP no later than March 5, 2001, at 12:00 P.M. EST (Local Time). Please note that the address noted is a secure Federal building. The proposals must be delivered within room 897 of the Job Corps Regional Office. Do not leave the proposals with guards at the entrance to the building on the first floor.
3. This is a contract for Outreach, Admissions, and Career Development Services System for the five boroughs of New York City, and Long Island.
4. Offerors were referred to page 77 of the RFP to treat CDSS as a separate cost factor. The two functions, O/A and CDSS are **two separate cost proposals. Submit one that shows them together, and one that shows them separately.**
5. All questions regarding the RFP or this conference, should be directed to Joseph Semansky the Contracting Officer, or Gary Schwartz, Regional Contract Specialist. All other Regional Office Staff have been instructed to direct all inquiries to these people only. Offerors were instructed to not call any other persons in the Regional Office.
6. All e-mail inquiries should be sent to Gary Schwartz, gschwartz@doleta.gov.
7. Questions received and answers provided during this conference will be disseminated to all, through the Amendment to the RFP.
8. To reiterate, proposals **MUST** be received and dated stamped in the Regional Office, 201 Varick St., New York, NY 10014, Room 897, on March 5 **no later than** 12 noon, EST (local time).
9. More general information regarding the Job Corps Program may be obtained at >>[<<http://www.jobcorps.org](http://www.jobcorps.org)<<.

Per RFP page 67, "Copies of the Policy and Requirements Handbook can be ordered from the North Texas Job Corps Distribution Center, P. O. Box 8003, McKinney, Texas 76069-8003, by submitting a request on Company letterhead. Copies of the Job Corps regulations and 48 CFR Chapters 1 and 29 are available through the Government Printing Office". To contact the Government Printing Office, go to, >>[<<http://www.gpo.gov](http://www.gpo.gov)<<. Copies of the Federal Acquisition Regulations (FAR) can be obtained at >>[<<http://www.ARNET.gov/far](http://www.ARNET.gov/far)<<

All offerors planning to submit a proposal, please ensure to include annotation of proposed costs on forms **2110** within their Business Management proposal. A 2110 (on a 3.5" floppy disk utilizing QuattroPro software) **MUST** be submitted as well. Offerors are also required to submit Cost Proposals, Staffing Table and Salary Table, using 2110 format, on 3-1/2" floppy disk using QuattroPro, as well as a hard copy. Add any other documents that may be linked to this budget table. **Please note that if there is a variance in these figures, the lesser amount will be used.**

Offerors should note that Hub Zones **DO NOT** apply to O/A contracts.

The Regional Office is still waiting for wage determinations for the Region. If they are known by Friday, February 16, 2001, they will be posted. If not, it will be on the next amendments: <http://www.wdsc.org/JobCorps>. Click on **current RFP New York /Amendments**.

QUESTIONS/ANSWERS:

01 - Q - How are lease costs catalogued and tabulated for the purposes of answering the RFP?

01 - A - It depends on how the Offeror wants to cost it out to cut costs. Shared costs should be investigated through One-Stops, local offices, and the Job Corps Centers themselves, for example.

For any other questions, please refer to the Contracting Officer, Joseph A. Semansky, or the Contract Specialist, Gary Schwartz.

CONFERENCE CONCLUDED AT 1:50 P.M.